

Date: 13 January 2021  
Ref.: 01-13-2021/AP40/DG-01

Patrick Masambu  
Director General &  
Chief Executive Officer

TO: ALL PARTIES TO THE AGREEMENT RELATING TO THE INTERNATIONAL  
TELECOMMUNICATIONS SATELLITE ORGANIZATION

SUBJECT: CONVENING OF THE FORTIETH ASSEMBLY OF PARTIES  
(WASHINGTON DC, 16-18 JUNE 2021)

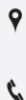
The Director General of the International Telecommunications Satellite Organization (ITSO) presents his compliments and has the honor to inform all Parties to the ITSO Agreement of the following:

At its Thirty-Ninth (Extraordinary) Meeting, held virtually in August 2020, the Assembly decided to schedule its next ordinary meeting to be held by the end of the first quarter of 2021, preferably physically, with the precise dates and venue to be advised by the Director General. However, in light of the continuing effects of the global COVID-19 pandemic, it has been deemed necessary to move the date to the second quarter of 2021.

Accordingly, the Director General is pleased to inform all Parties that the Fortieth Meeting of the Assembly of Parties (AP-40) will be held at Bethesda North Marriot Hotel & Conference Center located at 5701 Marinelli Road, North Bethesda, Maryland 20852 USA. On-site registration will begin on Tuesday, 15 June 2021 at 14.00 hours and on Wednesday, 16 June 2021 at 8.00 outside the Salon A-C at Bethesda North Marriot Hotel & Conference Center. The meeting will be called to order on Wednesday, 16 June 2021 at 09.30 hours. The tentative agenda of AP-40 will be sent to the Parties in due course.

In accordance with the decision of the Thirty-Sixth Meeting of the Assembly of Parties (AP-36) for the Director General to undertake appropriate efforts to make all ITSO meetings paperless, the Director General is pleased to inform you that the Fortieth Meeting of the Assembly of Parties (AP-40) will be a paperless meeting. The Director General encourages the participants to bring their own laptop computer or tablet to access the AP documents. See attached further details on the paperless meeting.

You are kindly requested to pre-register online at [www.itso.int](http://www.itso.int) no later than 16 May 2021. Also note that relevant meeting information and forms, including a sample letter of accreditation, a sample letter of proxy and the Advance Information Booklet for the Fortieth Meeting of the Assembly of Parties (AP-40) are available on the ITSO website.



Rule V of the Rules of Procedure for the Assembly of Parties provides that each participating Party shall designate one individual to act as its Representative (Head of delegation) and may also designate such Alternate Representative(s) and Advisors as it deems necessary. The Party must communicate the name and title of each member of the delegation, together with the capacities in which they will attend the meeting, by fax or e-mail, to the Director General, by 16 May 2021. In addition, an official letter of accreditation signed by a duly empowered representative, as specified under rule V of the AP Rules of Procedure, must be mailed to the Director General or hand-carried to the meeting. Please note that we have developed a system that enables you to upload the Accreditation letter in a PDF file during the pre-registration for the AP-40 meeting through ITSO's website.

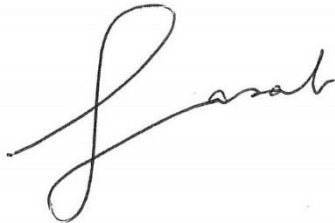
Pursuant to Rule III.A of the Rules of Procedure, each Party to the Agreement and the Director General may propose items for inclusion in the Agenda of an ordinary meeting of the Assembly. Proposals should be received by the Director General forty (40) days prior to the scheduled date of the meeting (7 May 2021). Each proposal shall be in writing, accurately titled and shall concisely state the nature of the proposal and the reasons why it should be considered at the meeting.

In accordance with Rule III.B of the Rules of Procedure, the Director General shall assemble and coordinate the proposals received into a Tentative Agenda and shall communicate them to all Parties at least thirty (30) days prior to the scheduled date of the ordinary meeting (16 May 2021).

All pre-Assembly inquiries, other than accommodation requests, should be addressed to:

Mr. Patrick Masambu  
Director General & CEO  
ITSO  
4400 Jenifer St. N.W. Suite 332  
Washington, D.C. 20015, USA  
Facsimile: +1-202-243-5018  
E-mail: pmasambu@itso.int

Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Masambu', written in a cursive style.

Patrick Masambu  
Director General & CEO

Attachments

## SAMPLE ACCREDITATION LETTER

*[Please print on your Organization letterhead]*

DATE

Mr. Patrick Masambu  
Director General  
ITSO  
4400 Jenifer St, N.W. Suite 332  
Washington, D.C. 20015  
USA

Subject: **FORTIETH MEETING OF THE ASSEMBLY OF PARTIES (AP-40)**

Dear Mr. Masambu,

In reference to your letter dated 13 January 2021, convening the Thirty-Fortieth Assembly of Parties scheduled for 16-18 June 2021 in Washington, DC-USA, and in accordance with Rule V of the Rules of Procedure of the Assembly of Parties, I wish to inform you that the Party of *<country>* will be represented at this Meeting by the following delegation:

*<name>* (Representative)

*<title>*

*<organization>*

*<name>* (Alternate Representative)

*<title>*

*<organization>*

*<name>* (Advisor)

*<title>*

*<organization>*

The members of this delegation are authorized to speak and vote on behalf of the Party of *<country>*.

Sincerely,

*<name>*

*<title>*

*<signature>*

## SAMPLE PROXY LETTER

( *Please print on your Organization letterhead* )

< *Date* >

Mr. Patrick Masambu  
Director General  
ITSO  
4400 Jenifer St, N.W. Suite 332  
Washington, DC 20015  
USA

Subject: PARTICIPATION IN THE FORTIETH MEETING OF THE  
ASSEMBLY OF PARTIES (AP-40)

Dear Mr. Masambu,

With reference to your letter dated 13 January 2021, convening the Fortieth Assembly of Parties scheduled to be held 16-18 June 2021 in Washington, DC – USA, we wish to inform you that the Party of < **country** > will be represented at this Meeting by the Party of < **country** > who is authorized to speak and vote in the name of the Party of < **country** >.

Sincerely,

<name>

<title>

<signature>

## **INFORMATION REGARDING ITSO PAPERLESS MEETING**

1. In accordance with the request from the 36<sup>th</sup> Meeting of the Assembly of Parties (AP-36) for the Director General to undertake appropriate efforts to make, to the maximum extent possible, all ITSO meetings paperless, the 40<sup>th</sup> Meeting of the Assembly of Parties (AP-40) will be a paperless meeting. Therefore, no printed documents will be distributed to the participants during the AP-40 meeting.
2. Participants are advised to bring their own laptop computer containing basic applications, including Microsoft Office®, Adobe Acrobat Reader®, updated antivirus software and configured for a standard wireless (Wi-Fi) or a tablet containing Adobe Acrobat Reader® to access the documents during the meeting. Participants should also bring appropriate adaptor to enable laptops or tablets to be connected to US power sockets.
3. Meeting documents will be available in the restricted area of the ITSO website. Parties will have the option of downloading all PDF documents in one PDF Portfolio file or downloading by selecting documents one by one prior to the meeting.
4. During the meeting, Parties will also have access the documents through the restricted area of the ITSO website via Wi-Fi. ITSO will provide a universal username and password to all participants during the meeting for ease of access to the restricted area of the ITSO website.
5. On-site facilities will be available for printing limited copies of documents for those delegates who may require them during the meetings.
6. Documents may also be shown on a projector screen in English only, during the meeting when necessary.